novargo

Learning and Development

Programmes Portfolio

Business Focused, Pragmatic & Experiential Programmes

We offer a wide portfolio of high-quality, high-impact training and development events. Our success stems from the extensive experience we have in this field together with a strong commitment to working closely with you every step of the way.

We use a variety of training techniques to cater to different learning styles, ensuring each participant enjoys a positive learning experience. Our trainers are not only academically qualified but also bring extensive practical experience in their areas of expertise.

Partnering with us will provide you with the tools needed to achieve your objectives.

To learn more about how we can assist you, please contact us at connect@novargo.com for more information.

We understand the power of training and development in unlocking the full potential of individuals and organisations. What sets us apart is our unwavering commitment to excellence. We take pride in the quality of our programmes, the meticulous customisation we offer, and the genuine care we put into developing impactful training solutions. Our passion for developing people shines through in every aspect of our work.

When you choose to work with us you can expect unparalleled benefits and top-tier training programmes at competitive prices.

In-house Customised Learning Solutions

- Total control over the desired level of customisation
- Complete focus on your specific needs
- A secure and confidential learning environment
- Flexible schedule and location
- Alignment with your organisation's culture
- Excellent value ensuring you maximise the value you obtain out of your training budget

Open Programmes

- Wide portfolio of training programmes
- Wide applicability of content
- Diverse participant pool offering valuable networking opportunities
- Hands on, practical and focused sessions
- Flexible curriculum to meet your requirements
- Cost-effective, top-calibre training

Management Development

Unlock the full potential of your management team with our management development programmes. Empower your team with the skills and knowledge needed to drive your organisation forward and succeed in today's challenging environment.

You can join one of our open programmes or have this course customised for you organisation. We deliver this programme in two streams, to give you full flexibility. You can attend both or just one stream.

Managing the Business

Essential skills for managing the business:

- Formulating strategy & executing
- Finance
- People management & organisation development
- Managing operations
- Marketing & sales
- Technology & data driven decision making
- Project management

Duration:
Managing the Business – 50 hours
Managing Yourself – 45 hours

Managing Yourself

Essential skills for managing yourself:

- Communicating across the organisation with impact
- Giving effective presentations
- Dealing with conflict
- Time management
- Essential negotiation skills
- Building your team

Who is it for:
This course is designed for middle managers, newly appointed managers and people leading teams or in a supervisory position

Leadership Development

Lead with Confidence

Our leadership programmes are designed to address the challenges faced by leaders in their role and to help them build the skills and mindset required to be effective leaders. We see leadership as a lifelong journey on which you embark and through which you learn, grow and discover yourself. Our programmes are designed to provide the opportunity to learn new skills, build resilience, and develop personally and professionally.

Understanding and charting your leadership journey is core to becoming an effective leader.

The Zenith Programme	Lead with Confidence Programme	The Fundamentals of Leadership Programme	Women in Leadership Programme
Leading the C-suite or being part of it brings a set of leadership challenges unique to the role. This programme is designed to help executives excel in and identify new ways of dealing with these challenges to achieve success for their organisations.	Most leaders working at this level feel squeezed between the top and bottom levels of the structure. This creates a unique set of challenges which require specific skills to navigate. Such leaders need self-awareness as well as sharp situational understanding to succeed.	Taking on a leadership role may appear daunting. This programme is designed to equip new and aspiring leaders with the tools and skills required to successfully manage the transition and embark on the journey to become a highly effective leader.	This programme is specifically designed to empower female leaders by enhancing their self-confidence, leadership skills, and strategic thinking. It addresses unique challenges and fosters the growth of future-ready, influential leaders.
Who is it for: Directors, CEOs, Senior Executives	**Who is it for:** Mid-level managers and executives	**Who is it for:** New, junior and aspiring leaders	**Who is it for:** Women in or aspiring for leadership

Building Highly Effective Teams

We use the power of brain science to show you how to build highly effective teams in any organisation. Through this programme, we help you improve team dynamics and drive enhanced performance. We use the transformative power of neuroscience to optimise communication, collaboration and decision making within your team.

This training helps you discover how you can unlock the untapped potential of your teams and elevate performance.

Learn about:

- The diversity within the team
- Optimal workplaces for your individual team members
- How your team members work
- Reactions to change and conflict resolution
- Your team's communication styles
- The preferred decision-making and influencing style
- How to leverage the diversity within the team to gain optimal performance

Duration:
Half or Full-day

Who is it for:
Any team, at any level of the organisation who wants to optimise its performance

Effective Communications

This training highlights the importance of different types of communications at the workplace. This programme is a highly practical, hands-on programme focused on improving your communication skills. Being an effective communicator is a key skill for anyone who wishes to advance in their career and this training is designed to help you understand and refine your communication skills and style.

Using a variety of learning methodologies including role-plays, experiential exercises, videos and many more, you will be able to experiment with and practice different techniques in a safe learning environment.

Learn about:

- The basics of communication
- Communication distortions
- Pitching your message to different audiences
- Receiving and providing feedback
- Different communication styles
- Communication flexibility
- Building trust and influencing others

Duration:
Full-day

Who is it for:
Ideal for managers at any level of the organisation and other business professionals

Time Management

This training is designed to equip you with a set of essential skills to optimise your day and refine your time management skills. Designed for managers and business professionals, this programme offers innovative strategies to streamline tasks, enhance productivity, and balance work-life demands.

This programme is highly experiential and hands-on providing the opportunity to analyse and develop interventions aimed at providing real impact to your time management skills.

Learn about:

- Self management
- Analyse your time
- Productivity
- Goal setting
- Planning
- Prioritisation
- Delegation
- Organising yourself

Duration:
Half or Full-day

Who is it for:
Ideal for managers at any level of the organisation and other business professionals

Presenting with Impact

Learn about public speaking, self-confidence and how to deliver highly effective presentations with this hands-on and practical course. We will help you find the best way to present your thoughts and ideas while managing the stress that public speaking and presentations can bring. You will have the possibility to deliver a live presentation and receive feedback, tips and advice on how to improve and make impact with your audience.

This course will provide you with the skills required to feel confident when speaking in public and delivering presentations from planning to actual delivery.

Learn about:

- Developing your presentation
- Key skills for delivering impactful presentations
- Building your content
- Voice and body language

Duration:
Full-day

Who is it for:
Anyone who wants to sharpen their public speaking and presentation skills

Dealing with Conflict Effectively

Unsettled and unresolved conflict can interfere with the team's focus and derail it from achieving its goals. Through this course, we help you understand conflict and learn the skills required to deal with conflict in an effective manner. You will learn key skills required to manage conflict effectively.

Designed for organisational environments, this course demonstrates how to build a harmonious and productive work environment providing the tools to transform conflicts into opportunities for growth.

Learn about:

- What is conflict
- Understanding the conflict process
- How to prevent conflict
- Causes of conflict
- Different conflict management styles
- Collaboration
- Models to manage conflict

Duration:
Half or Full-day

Who is it for:
Managers and other business professionals who need to deal with conflict situations

Negotiation Skills

Using a simulation game, this highly experiential course is designed to provide you with the skills required to be effective when carrying out negotiations. It is tailored to enhance the negotiation capabilities of managers and business professionals. You will learn various negotiation techniques, how to balance assertiveness with empathy, and how to understand different perspectives.

It will provide you with the confidence to negotiate confidently in different business scenarios, strengthening you both as a manager and negotiator.

Learn about:

- Why negotiation skills are important
- The principles of negotiation
- Different negotiation styles
- Different stages of negotiation
- Different aspects of the negotiation process
- Communication skills used during negotiations
- Building rapport and trust
- Stakeholders
- Multi-party negotiations

Duration:
Full-day

Who is it for:
Anyone who needs to engage in negotiations as part of their job

Essential Project Management

This course is designed for aspiring and current managers, and offers a deep dive into the essentials of effective project management. You will learn how to master project management, steering projects to success through practical methodologies and tools.

You will enhance your ability to plan, execute, and deliver projects within scope, time and budget constraints. It will provide you with a robust foundation in project management and help you gain the skills to lead projects with confidence and competence.
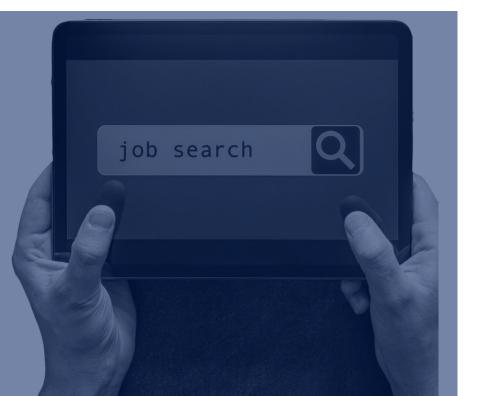
Learn about:

- Understanding project management
- Project initiation and planning
- Resource allocation and management
- Risk management
- Managing stakeholders
- Quality management
- Project scheduling and time management
- Project closure and evaluation

Duration:
Half or Full-day

Who is it for:
Managers and business professionals who want to further develop their skills

Recruitment & Selection

This training is designed to equip both managers and HR professionals with the essential skills and knowledge for effective recruitment and selection. You will be presented with best practices in the area and techniques in talent acquisition. You will learn how to navigate the complexities of the recruitment process and sharpen your skills for writing job descriptions, developing selection criteria, conducting effective interviews and making informed hiring decisions.

This course is an invaluable resource for anyone involved in recruitment and selection, providing the tools and skills to enhance the talent pool within your organisation's talent pool.

Learn about:

- The selection process and documentation
- Promoting your vacancy and attracting candidates
- Tools for the selection process
- The screening process
- Selection criteria and candidate scoring
- Interviewing and bias in selection
- Virtual recruitment
- Technology used in recruitment

Duration:
1-day or 2-days

Who is it for:
HR Professionals and managers involved in recruitment and selection

Developing & Implementing an HR Strategy

Designed for HR professionals and business leaders, this course provides the skills and insights needed to develop and implement effective HR strategies. You will learn about the key components of strategic HR planning, emphasizing the importance of data-driven decision making and integrating HR technology solutions. Using a variety of teaching techniques, this hands-on programme is an essential tool for those looking to elevate their HR function to a strategic level.

Learn about:

- Understanding strategy
- Aligning HR strategy with organisational goals
- Workforce planning and talent management
- Succession planning and leadership development
- Performance management
- Diversity, equity and inclusion
- Employee engagement and culture building
- HR metrics and analytics

Duration:
Half or Full-day

Who is it for:
HR professionals and senior managers seeking to learn about HR's strategic role

Training & Development Process

This course is designed to provide a comprehensive overview of effective training and development strategies in organisations. Ideal for both HR professionals and managers, this course covers the essentials of designing, implementing and evaluating training programmes that foster employee growth and enhance organisational effectiveness.

Through this training, you will be able to gain insights into how people learn, different training techniques and measurement of training effectiveness.

Learn about:

- Identifying training needs
- Principles of learning
- Designing effective programmes
- Training delivery methods
- Evaluating training
- Use of technology in training and development
- Creating strategies of continuous improvement in your organisation

Duration:
Half or Full-day

Who is it for:
HR managers and HR professionals who want to further their skill base

Developing a Training Plan

Providing a deep dive into the essentials of creating an effective training plan tailored to the needs of your organisation. This course guides you through the steps needed to develop a training plan including where to obtain the data from, setting clear training objectives and choosing the most appropriate training methods, materials and trainers.

You will gain the skills needed to develop a results-driven training plan that fosters talent development in your organisation.

Learn about:

- Identifying training needs
- Setting training objectives
- Designing training content
- Choosing the right service provider
- Budgeting and planning
- Implementing the training plan

Duration:
Half-day

Who is it for:
HR professionals and other managers in the organisation

Understanding Compensation & Benefits

Through this course you will be able to understand the intricacies of compensation and benefits structures within your organisation. You will be able to understand the fundamentals of an effective compensation systems that attract, motivate and retain talent. This course covers a wide range of topics and guides you through the steps of developing a compensation system. Emphasis is placed on aligning compensation strategies with your business objectives and understanding how compensation impacts employee satisfaction and performance.

Learn about:

- Fundamentals of compensation management
- Designing incentive and bonus programmes
- Administrating benefits
- Job evaluation
- Using market data
- Total rewards strategy
- Performance management and compensation

Duration:
Half or Full-day

Who is it for:
HR managers, HR professionals and business owners

Designing & Implementing Performance Management

This course provides a comprehensive overview of designing and implementing effective performance management strategies that align with your organisation's goals. You will explore key issues such as setting goals, performance criteria and measurement and conducting fair assessment. In this course, you will also learn about feedback mechanisms, performance improvement plans, and the role of technology in performance management. Culture of continuous improvement and development is also covered.

Learn about:

- Establishing clear performance criteria
- Goal setting and alignment
- Performance evaluation methods
- Feedback and communication
- Developing performance improvement plans
- Role of technology in performance management
- Culture and performance management

Duration:
Half or Full-day

Who is it for:
HR professionals and managers wishing to learn about managing performance

Managing People – HR for the non-HR Manager

Designed for managers and team leaders who have people responsibilities and wish to learn more about managing people in organisations. We cover all the key elements of managing people, and you will learn through discussions and practical exercises the skills and knowledge needed to be more effective in your role as a manager or team leader. You will gain insight into how to handle HR-tasks within your team and to confidently and efficiently deal with people issues.

Learn about:

- Basic concepts of human resources
- Recruitment and selection
- Performance management
- Engagement
- Training and development
- Having difficult conversations
- Employment legislation overview
- Diversity and inclusion

Duration:
Full-day

Who is it for:
Managers and team leaders
at all organisational levels

Analytical Skills for Decision Making

Spread over a half-day or a full-day, this course will help you develop the skills to make sense of both quantitative and qualitative data. You will learn how to quickly analyse and create data, understand its impact and make decisions. We will help you understand when to use which type of data, how to organise, collect and clean data and how to use the results to write effective presentations or reports.

You will learn essential analytical skills to make better decisions and apply evidence-based techniques to improve decision-making within your organisation.

Learn about:

- Fundamentals of analytical thinking
- Understanding and applying basic quantitative techniques
- Understanding and applying basic qualitative techniques
- Data collection methods
- Data interpretation and visualisation
- Decision making models
- Approaches to problem solving

Duration:
Half-day or Full-day

Who is it for:
Ideal for managers at any level of the organisation and other business professionals

Fundamentals of Selling

If you work in sales you know how tough it can be to convince, influence and persuade your customers. We understand that you operate in a highly challenging and increasingly competitive space. This course is designed to leverage your brain power and teach you how to influence and persuade stake holders

We use the power of brain science to help you learn how to read your stakeholders, adopt strategies which fit their style, and influence your customers. Learn how to recognise the different styles and how to communicate with them to achieve maximum impact.

Learn about:

- Understanding the science behind persuasion
- Different customer profiles
- Recognising the different profiles
- Understanding the requirements of each profile
- Sources of misunderstanding between you and your customer
- How to communicate with the different profiles
- Best and worst approaches to influencing your customer

Duration:
Half or Full-day

Who is it for:
Sales professionals who want to learn about influencing and persuading others

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Get in touch to learn more.

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